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Tuition Reimbursement Portal
Employee User Guide

July 2025

Part 1:
Submit Application

Let's walk through how to submit your Tuition Reimbursement application in the Tuition Portal.

Step 1: Go to maximus.tuition.io, register as a new user, and log in.

1) Register as a new user by clicking **Sign Up**.

Log in

New to Tuition.io? Sign Up

Please enter your email address and password to sign in.

Email

Password

Forgot password?

Login

Employee ID

Payroll ID

Last Name

Email
Please provide your personal email address. This is where you will receive your invite.
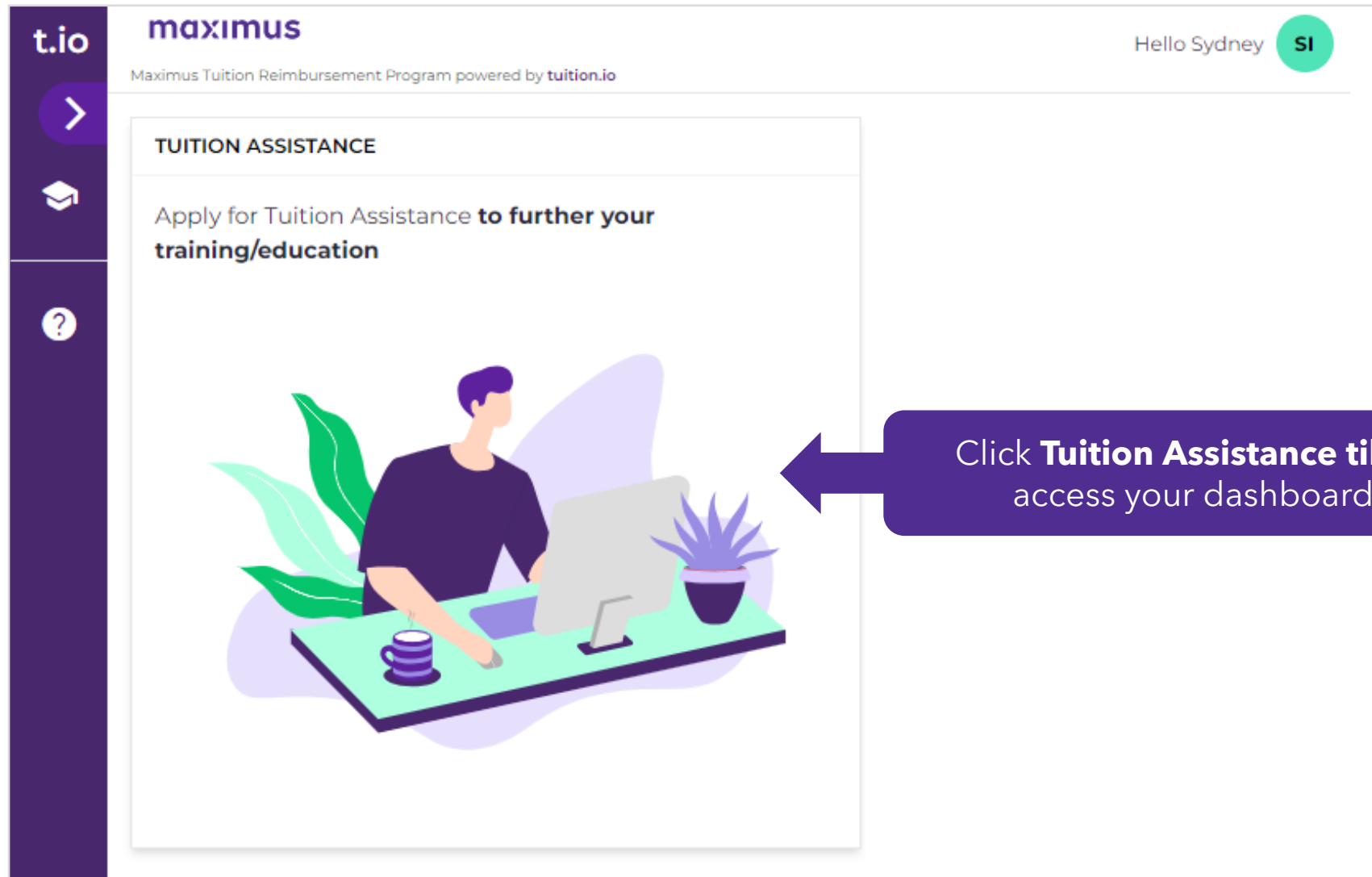
Submit

2) Enter your Maximus Employee ID number in Payroll ID field, your last name, and your personal email address.

3) Click **Submit**

You will receive an email from TuitionAssistance@tuition.io to verify your address.

Step 2: Navigate to your tuition assistance dashboard.

t.io

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Maximus Tuition Reimbursement Program powered by **tuition.io**

Hello Sydney   SI

TUITION ASSISTANCE

Apply for Tuition Assistance **to further your training/education**

Click **Tuition Assistance tile** to access your dashboard.

Step 3: Choose the program you are applying to.

Underneath Total Payments and Active Applications, you'll find Available Education Benefits. **Click** the appropriate program type to begin.

Available Education Benefits
3 Available

Degree Seeking
Courses, taken at an accredited college or university, in pursuit of an associates, bachelors, masters, or PhD.

Non-Degree Seeking
One off courses, taken at an accredited college or university, not in pursuit of specific degree.

Professional Certifications
Prep courses and exams taken to receive a professional certification.

Degree Seeking
Courses taken through an accredited college or university in pursuit of an associates, bachelors, masters, or Ph.D. degree.

Non-Degree Seeking
One-off courses are taken through an accredited college or university, not in pursuit of a specific degree.

Professional Certifications
Prep courses and exams taken to receive a new professional certification or designation.

Step 4: Start application.

Tuition Assistance

Dashboard > Program Details

Degree Seeking

Courses, taken at an accredited college or university, in pursuit of an associates, bachelors, masters, or PhD.

START APPLICATION ← 1) Click **START APPLICATION**

Terms & Conditions

The Terms and Conditions you will need to agree to later in this process.

*Below Start Application, you'll find some **Frequently Asked Questions** and the **Application Process Tracker**.*

***For Professional Certifications and Non-Degree Seeking Applications:** The steps are the same as shown in the next pages with the exception that you'll provide data relevant to the program you are applying to.*

Step 5: Enter program information and review/agree to policy.

Program Approval
* Required Items

1) Review Name, Employee ID, and Email to ensure it's the same information entered during account creation.

Name *

Sydney Issac

Employee ID *

123456

Email *

sydneyissa@gmail.com

2) Type in **Institution Name** and select it after it loads.

Institution Name *

3) Select **Concentration**.

Concentration *

How does this program relate to your career goals or personal development goals? *

4) **Provide response** to this question which will be provided to your immediate supervisor for approval.

Required Items

By checking this box, I have read and agree to the tuition reimbursement policy and will submit my reimbursement request(s) and supporting documentation within 90 days of course and/or certification completion as required.

VIEW

Next

Please review that everything is correct before submitting.

5) Click **VIEW** to review the policy, check the box, and click **Next.**

Step 6: Apply for courses.

Degree Seeking [In Progress]

Mark Complete **Withdraw**

University of Alabama at Birmingham

Start Date Not Set

Apply for Courses

A course application is a formal request to enroll in a specific educational program. It typically involves submitting required documents and information form provided by the educational institution or course provider.

GET STARTED

1) Click **GET STARTED**

⭐ *Do **NOT** click Mark Complete until you have completed your entire program and received your reimbursement(s).*

Course Application Process

1. Start Application

2. Submit For Evidence Approval

Program Progress

✓ Start Program

✓ Submit For Approval

● **Program Approval**

4. Enrolled

5. Mark Program Complete

6. Completed

Step 7: Enter course information.

Application

*Required Items

All expenses in one application need to have the same start and end date.

1) Enter Course Begin Date and Course End Date.

Courses Begin Date *

07/03/2025

Courses End Date *

mm/dd/yyyy

Provide accurate course start and end dates as they cannot be changed once you submit your courses.

Application Name *

2) Enter Application Name.

July 2025

Education Details*

+ Education Details

3) Click Education Details. (A new window will pop up on right hand side of screen.)

Add an expense for reimbursement. All expenses in one application need to have the same start and end date. Expenses with different start and end dates need to be submitted in separate applications.

Step 8: Enter course information, costs, and grade (if applicable).

Tuition

1) Enter **Course Name**, **Course Number**, and **Course Description**.

2) Enter **Tuition** and applicable **Fees**.

Course Tuition *

$0.00

Costs/Grades
Fill out the information below.
Required Fields *

Other Fees

Course Information

Course Books

$0.00

Course Name *

Course Labs

$0.00

Course Number *

Course Fees

$0.00

Course Description *

Course Software

$0.00

Grade

Course Grade

3) If you've already completed the course, you can enter your grade.

4) Click **Add** when complete.

Cancel   Add

Step 9: Submit course application or enter additional courses.

Application

*Required Items

All expenses in one application need to have the same start and end date.

Courses Begin Date *

07/03/2025

Courses End Date *

08/03/2025

Application Name *

MBA Program

Education Details

➡ **+ Education Details**

Add an expense for reimbursement. All expenses in one application need to have the same start and end date. Expenses with different start and end dates need to be submitted in separate applications.

Business Administration $575.00   ⊗ ✎

Benefits Summary

Program Limit: $5,250.00

Requested Amount: $575.00

Total Request: $575.00

📋 Required Items

⊙ **Education Details**

By checking this box, I acknowledge that I must submit my reimbursement request(s) and supporting documentation within 90 days of course and/or certification completion as required.   VIEW

☑

Submit Application

Please review that everything is correct before submitting.

*To enter additional courses within the same semester, click **Education Details** and follow the same steps to add course details and costs.*

1) When you return to the course information page; view the policy, check the box, and click **Submit Application**.

Step 10: Application submitted confirmation.

Congratulations! Your Tuition Application has been submitted. An email has been sent to your immediate supervisor for approval.

Application Submitted

What happens now? You can expect the following:

- Your application name is **MBA Program**
- Courses in your application are:
  - **Business Administration ABC 123**
- Your application will be reviewed by your employer
- Once your application is accepted, your next step will be to add grades and receipts
- You can review your application at any time from your dashboard

Go to Dashboard

View Application

*To check the status of your application click **View Application.** You'll see **In Review** at the top and **Application Approval** in the application Process Tracker.*

*You will also see **Pending** on your dashboard.*

MBA Prog...

$575.00

(i) **In Review**
Review in process

Non-Degree Seeking

Applicant	Amount	Submission Date	Status
Michelle Augustin	$575.00	7/3/2025	Pending

Details

Application Name	MBA Program
Start Date	7/2/2025

Costs/Grades

Business Administration	$575.00	Pending

Attachments

Upload documents as requested by your program administrator.

Application Process

- ✓ Start Application
- ✓ Submit For Approval
- ● Application Approval
- ④ In Progress
- ⑤ Submit Evidence
- ⑥ Evidence Approval
- ⑦ Completed

Part 2:
Request Reimbursement

Now that you've completed your course(s,) let's walk through how to submit your proof of grade and proof of payment documents for reimbursement in the Tuition Portal.

Step 1: Go to maximus.tuition.io, login, and navigate to your dashboard.
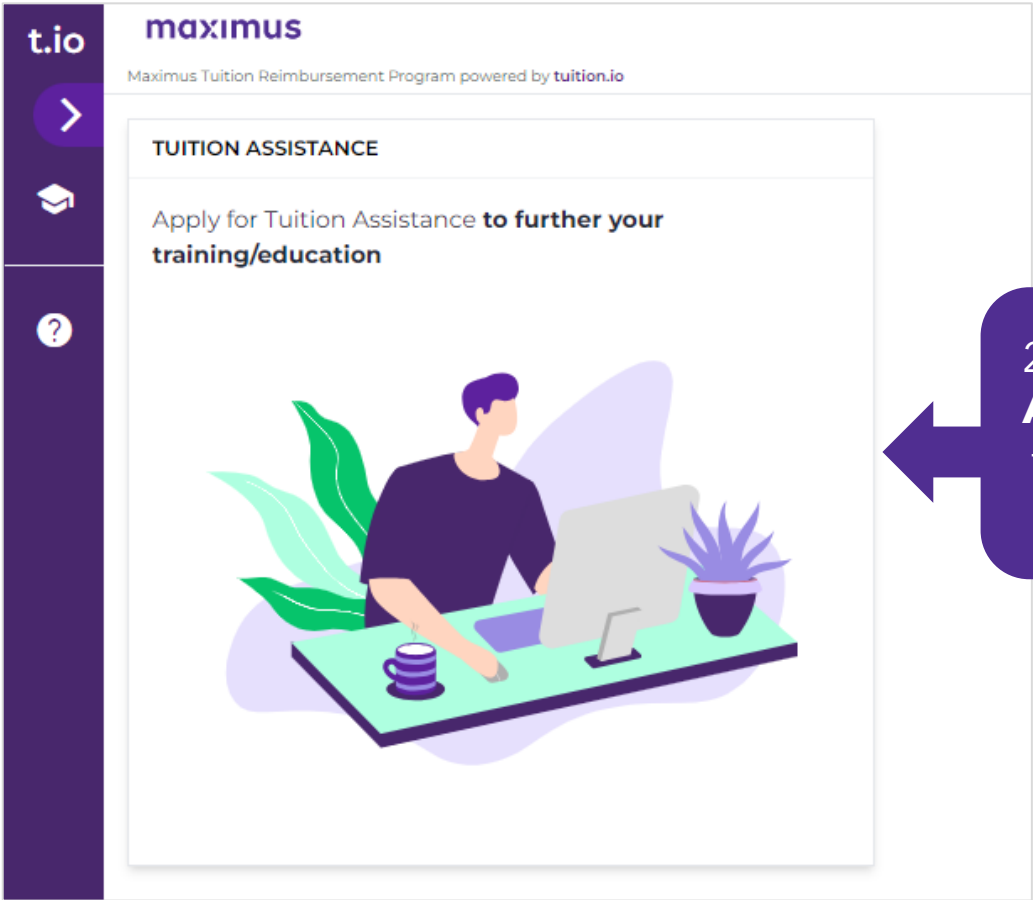
Log in

New to Tuition.io? Sign Up

Please enter your email address and password to sign in.

Email

Password

Forgot password?

Login

t.io

maximus

Maximus Tuition Reimbursement Program powered by **tuition.io**

TUITION ASSISTANCE

Apply for Tuition Assistance **to further your training/education**

2) Click **Tuition Assistance tile** to access your dashboard.

1) Enter the email address and password used during account creation to **Login**.

*Employees have **90-days** from **course end date** to submit their reimbursement request which includes submitting proof of your grade and payment documents.*

Step 2: Navigate to your active program.

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Tuition Assistance

Payment Summary

Total Payments
Includes paid amounts and approved, pending payments

Lifetime
$1,180⁰⁰

Current Dec 31, 2024 - Dec 31, 2025
$1,180⁰⁰

Payment Details ▶

Active

Degree Seeking In Progress

University of Alabama at Birmingham

EDUCATION DETAILS

1) **Click** the name of the educational details program to submit evidence.

MBA Program In Progress

ID# xx6491

Courses In Progress On July 03, 2025

Step 3: Enter grade.

MBA Program

Degree Seeking

Applicant	Amount	Submission Date	Status
Sydney Issa		7/3/2025	In Progress

Details

Application Name	MBA Program
Start Date	7/2/2025

Education Details

Business Administration $575.00   **+Result**

1) Click Result.

A new window will pop up that will allow you to select your grade.

2) Select grade.

Add / Edit Result

Business Administration

- A
- B
- C
- D
- F
- Pass
- Fail

$575.00   ...prova

...ram administrator.

Step 4: Upload proof of payment and proof of grade documents.

Costs/Grades

Business Administration $575.00   A ✎

Attachments
Upload documents as requested by your program administrator.

Two documents must be uploaded for reimbursement:

- Proof of payment
- Final grade

⤒

Select a file or drag and drop here to upload

1) Click box to **select a file** or **drag and drop** documents in box to upload.

Information Required
- ***Proof of Grade:*** *Document that shows the name of the educational institution, employee's full name, and shows proof of passing/letter grade.*

- ***Proof of Payment:*** *Itemized receipt that shows the course(s)/certification and that the balance is paid in full.*

Step 5: Submit evidence for payment.

MBA Program

Degree Seeking

Applicant	Amount	Submission Date	Status
Sydney Issa	$575.00	7/3/2025	In Progress

Details

Application Name	MBA Program
Start Date	7/2/2025

Education Details

Business Administration	$575.00	A ✏️

Attachments
Upload documents as requested by your program administrator.

Two documents must be uploaded for reimbursement:
- Proof of payment
- Final grade

Select a file or drag and drop here to upload

grades.docx	Final Approval Document	07/03/2025	⊖
payment.docx	Final Approval Document	07/03/2025	⊖

📋 Submit Evidence for Review

Submit Evidence

Please review that everything is correct before submitting.

Click **Submit Evidence**.

Requested Amount

$575⁰⁰

Application Process

✔ Start Application

✔ Submit For Approval

✔ Application Approval

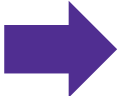◉ **In Progress**

⑤ Submit Evidence

⑥ Evidence Approval

⑦ Completed

Frequently Asked Questions

Review to ensure grade was captured and required documents were uploaded.

Step 6: Evidence submitted confirmation.

*Congratulations! Your evidence has been submitted! The status of your course will say **PENDING** and it will show the date you submitted your evidence.*

Evidence Submitted

What happens now? You can expect the following:

- Your evidence will be reviewed by your employer
- You can review your application at any time from your dashboard

Go to Dashboard

View details

Active

Degree Seeking In Progress

University of Alabama at Birmingham

EDUCATION DETAILS

○ **MBA Program** Pending

ID# xx6491

Submitted For Evidence Approval On July 03, 2025

You will receive an email from TuitionAssistance@tuition.io that your request has been received and is in review. Application review will be completed within 5-10 business days. If additional information is required, you will be contacted via email.

Once you receive an email from TuitionAssistance@tuition.io that your payment has been approved, you will receive the reimbursement in your paycheck within 1-2 pay periods.

Step 7: Submitting new semester of courses for Degree Seeking program.

1) On your dashboard, click Degree Seeking.

*Do **NOT** click Mark Complete until you have completed your entire program and received your reimbursement(s).*

Active

Degree Seeking In Progress

University of Alabama at Birmingham

EDUCATION DETAILS

○ **MBA Program** Pending
   ID# xx6491
   Submitted For Evidence Approval On July 03, 2025

Degree Seeking In Progress   Mark Complete   Withdraw

University of Alabama at Birmingham

Start Date Not Set

Applications   New Application

Application Name	Courses	Requested Total
MBA Program Pending ID# xx4932	1 Courses	$325.00

2) Click New Application and repeat steps starting on page 9 to add Education Details for a new semester of classes.

Process Outline

1) Create account in Tuition Portal
2) Submit Program Application
3) Submit Course(s) – requires approval from immediate supervisor
4) Submit evidence once course(s) are complete – requires proof of grade and proof of payment documents to be uploaded
5) Tuition Portal team will review evidence – may ask for additional documentation if needed
6) Once approved – reimbursement will be processed within 1-2 pay periods

Eligibility Requirements

1) Must be Full-Time (30 hours or more per week)
2) Must be a Regular or Limited Services employee
3) Must have a minimum of 1 year of service (Eligible employees will be able to create an account in the Tuition Portal the Monday after the employee's 1-year anniversary).
4) Must not have any active disciplinary actions, be on a performance improvement plan, or recently received a written warning.

For Further Assistance

For Technical Assistance, contact Tuition Portal vendor:
Phone: 855.353.9395
Email: support@tuition.io

For Program Questions, speak with your immediate supervisor, human resources partner, or submit a ticket:
People Services Portal/Tuition Reimbursement Ticket